

Summary of Required Documentation for Renewals, Reinstatements and Recertifications

GAL Form 8
9/15/07

This summary is provided to aid applicants in submitting required materials and is not a verbatim statement of applicable rules. See Gal 401.09 for controlling requirements relating to supporting materials.

ALL RENEWAL MATERIALS SHOULD BE SUBMITTED IN THE 90-DAY PERIOD PRIOR TO THE EXPIRATION OF CERTIFICATION

The supporting document requirements described below address the following situations:

- *Normal renewals submitted prior to certification expiration;*
- *Late renewals submitted within 90 days after certification expiration;*
- *Requests for new certification following a settlement or agreement with the Board (also consult terms of settlement or agreement);*
- *Requests for recertification following the expiration of a certification under suspension;*
- *Requests for reinstatement of a revoked certification or for reinstatement of an existing certification under suspension*

*For certification requests made more than 90 days after expiration of a prior certification (which do not involve a settlement or agreement with the Board, a revocation or expiration of a certification under suspension) see the document entitled “**Summary of Required Documentation for New Applications**,” available on the GAL website.*

Applicants must submit the following. A “**Renewal, Reinstatement and Recertification Application Checklist**,” available from the Board, should be submitted with these items in order to assure that all required material is provided:

- An original and three (3) copies of a signed and complete Application for Renewal, Reinstatement or Recertification form, with the “Continuing Education” attachment. *[If continuing education is being claimed of a type that is not listed in Gal 403.03, please also include the “**Other Continuing Education**”, form for such activities, available on the GAL website];*
- An original and three (3) copies of a signed and complete Supplemental Application for Renewal, Reinstatement or Recertification form (with attached “Log of Professional or Volunteer Experience,” if no such log was previously submitted to the Board);
- The applicable fee specified by Gal 304.01 *[As of 9/15/07, \$75 for standard renewals prior to expiration of certification; \$100 for renewals within 90 days of expiration, for reinstatements, and for recertifications when under suspension];* and
- The following supporting materials:
 - A. Authorization form for a Criminal Records Background Check allowing disclosure to the Board. (*Note: this form must be notarized, and have Section II filled in, except for GAL*

staff signature.) Form & current cost will be found at the N. H. State Police website: <http://www.nh.gov/safety/nhsp/cr.html#criminal>.

- B. Payment for a Criminal Records Background Check in the form of a check to the N.H. Department of Safety in the amount specified by Saf-C 5703.10 (\$15 as 9/15/07, subject to change; *The check to the Department of Safety should be made out to "State of New Hampshire: Criminal Records" or in such other manner as the Department of Safety instructs. The check should not be made out to the Board*).
- C. An original writing from the Central Registry of Founded Abuse and Neglect Reports indicating that the applicant's name does not now appear in the Central Registry. *[Applicants can obtain this by sending a request to NH DCYF – Central Registry, 129 Pleasant St., Concord, NH 03301. There is no fee, but you must provide a self-addressed stamped envelope. **This request must come directly from you and be sent back to you.** Applicants may use the "Central Registry Request" form available on the GAL website or write his or her own request. Signatures must be notarized and the requests must contain name, maiden name (if applicable), any names used in last 7 years, date of birth and contact information. Requests are usually processed on the day received. Further information may be obtained by calling 271-4684].*
- D. Copy of a photograph identification card or other document issued by a governmental agency, which includes at least a clear depiction of the applicant, the applicant's name and the applicant's date of birth.
- E. A signed Waiver of Confidentiality conforming to the requirements of Gal 302.04 (h). *[A "Waiver of Confidentiality" form is available on the GAL website].*
- F. If the applicant answered "YES" to Part G., Section I., Question 1 of the Application for Renewal, Reinstatement or Recertification form and the information previously provided by the applicant on his or her initial application form under the heading of "Professional Record and Ethics" has changed in a manner that involves the issuance of an order, decision or other writing from a professional organization or supervising entity that sets forth the terms of a disbarment, revocation, suspension, reprimand, discipline, sanction, censure, disqualification, denial or fine, a copy of that order, decision or writing and any subsequent order ending the action or reversing or overturning that matter on appeal.
- G./H. If the applicant answered "YES" to any of the questions at Part G., Sections II -IV, numbers 2 through 10 of the Application for Renewal, Reinstatement or Recertification form, a copy of the order, decision or other writing, if any, from the entity imposing the fine, suspension, sanction, penalty, denial, or revocation, setting forth the factual findings and conclusions resulting in the fine, suspension, sanction, penalty, denial, or revocation and any subsequent order, decision or writing lifting, reversing or overturning that matter on appeal.
- I./J. If the applicant is requesting a new certification within 90 days after the expiration of a certification (and is not subject to a settlement or agreement; did not have his or her certification expire while under suspension and did not have his or her certification revoked):
 - a. A signed, written statement of the reasons for failing to request renewal prior to the expiration of the prior certification *[Note: Generally, the reasons must not be within the control of the applicant, other than a mistaken belief as to the requirements of the rules, and the applicant must not have submitted a previous*

request claiming a mistaken belief as to the requirements of the rules. See Gal 401.05 (c) (9)

- b. Written documentation, as described in **Gal 403.08 (b) (1) through (8) and (10)** of the completion of at least 30 credits of continuing education within the 3-year period before the submission of the request for new certification.
- [The fee for this form of recertification is \$100 as of 9/15/07. Applicants requesting a new certification more than 90 days after the expiration of certification (not subject to a settlement or agreement and not involving a revocation or expiration of certification while under suspension) must use the Application and Supplemental Application for Certification forms. Those applicants will be required to retake the general and area-specific GAL training and submit additional documentation. See Gal 401.06 and Gal 403.01 (f)]*
- K. If the applicant is requesting reinstatement or recertification following a revocation, during a suspension, or after expiration of a certification that was under suspension, a written request for a hearing on reinstatement or recertification pursuant to Gal 402.07 (suspension) or Gal 402.08 (revocation), whichever is applicable. *[A “**Request for Recertification or Reinstatement**” form is available on the GAL website for making this request]*
- L. If the applicant is a formerly certified GAL whose certification expired while under a period of suspension, or whose certification has been revoked, who is now applying for reinstatement or recertification *[See Gal 402.07(d) (2) (suspensions); Gal 402.08 (revocations)]*, written documentation of completion of the required continuing education credits. *[See Gal 403.01 (c) and (d) regarding continuing education requirement in these contexts; See Gal 403.08 (b) (1) through (8) and (10) regarding documentation of continuing education credits in this situation].*
- M. If the applicant is requesting renewal, reinstatement or recertification following, or as part of, a settlement or agreement with the Board, a copy of the settlement or agreement. *[Also consult agreement or settlement for requirements of new certification].*
- N. If the applicant is requesting renewal or recertification where the most recent certification ended as the result of a resignation or surrender of certification, a copy of the Board’s acceptance of the resignation or surrender pursuant to Gal 404.02.
- O. If any reference or recommendation for certification of the applicant as a GAL has been rescinded, a copy of the writing, if any, rescinding that recommendation.
- P. If the Board has requested additional information of the applicant under Gal 401.03 (additional materials requested in connection with application process and qualifications); Gal 403.08 (additional materials regarding professional education requirements) or Gal 404.01 (additional information updating, confirming or clarifying information previously provided to Board), the additional information requested by the Board.
- Q./R.If the applicant answered “YES” to Question m. of the Supplemental Application for Renewal, Reinstatement or Recertification form, a copy of the restraining order and, if the restraining order was subsequently reversed or modified, or if it was overturned on appeal, a copy of the order reversing, modifying or overturning the restraining order.

- S./T.If the applicant answered “YES” to Question n. of the Supplemental Application for Renewal, Reinstatement or Recertification form, a copy of the writing or transcript of the portion of the proceeding, if any, finding the applicant in contempt and, if the finding was reversed or modified, overturned on appeal, or lifted, a copy of the order or decision reversing, modifying, lifting or overturning the finding.
- U. Copies of certificates of attendance at any training offered by or through the Board which is being claimed for credit. *[Note: Although documentation need not be submitted to the Board to verify all types of continuing education claimed, a GAL is nonetheless obligated to retain in his or her possession documentation of all continuing education credits for a period of four (4) years. See Gal 403.09 and Gal 505.01 (e). See also 403.08 (b) (1) through (8) and (10) regarding types of documentation. The Board may request that this documentation be provided to it. See Gal 403.08]*
- V. If the applicant has completed additional education at any time since submitting his or her most recent application form [i.e., if the applicant has specified additional education at Part C of the Application for Renewal, Reinstatement or Recertification form] either:
- A copy of the applicant’s diploma certified as original by the institution that issued it, or a photocopy of the degree;
 - An official transcript of work performed by the applicant in relation to the additional education or a photocopy of such transcript; or
 - A written statement from the institution attended by the applicant certifying that it has awarded the degree, or that the applicant has completed the additional education identified.
- W. If not previously submitted to the Board in connection with an earlier application that has been granted, **an original and three (3) copies** of a written statement specifying the practical in-court training described in Gal 303.02 (b) (2) attended by the applicant, including the information specified at Gal 401.09 (w). *[An “**In-Court Training Log**” form is available on the GAL website for provision of this information to the extent the information was not previously provided. Please note that persons first certified by the Board after 9/15/07 should already have provided this information as part of their Application for Certification form. Persons certified by the Board between 1/1/05 and 9/14/07 may have provided this information to the Board in conjunction with their initial GAL training. Those who have not previously provided the information must do so at the time of their first renewal of certification. Completion of the in-court training specified in Gal 303.02 (b) (2), if not previously accomplished, is a requirement for renewal, recertification or reinstatement. See Gal 401.10 (e)]*
- X. *[The following requirement will normally apply to GALs first certified before 9/15/07. Those first certified, or who have renewed certification, after that date should already have filed this item with their initial or renewal application form]:* If not previously submitted to the Board in connection with an earlier application, **an original and three (3) copies** of a written submission of no less than 200 words and no more than 500 words that:
- Is distinct and separate from any cover letter or other supporting document;
 - Is clearly labeled “Written Submission”;
 - Is completed in typescript;
 - Describes the reasons the applicant wishes to engage in the work of a GAL;

- e. Specifies the applicant's personal qualities or experiences which the applicant believes would enable him or her to successfully engage in the work of a guardian ad litem;
- f. Describes the reasons why, in the opinion of the applicant, it should be concluded that the applicant has good judgment; and
- g. Is written in a style and form that the applicant believes clearly, succinctly and understandably addresses the matters specified above.

*[See Gal 401.09 (x) and Gal 302.04 (e). **Please Note:** GAL rules in effect prior to 9/15/07 contained different requirements relative to the written submission. Accordingly, materials submitted before 9/15/07 will likely not meet current requirements. **Persons certified between 1/1/05 and 9/14/07 should therefore provided a new, qualifying "Written Submission" to the Board at the time of their first renewal of certification**]*

- Y. If not submitted under V. above, or in connection with an application that has previously been granted, documentation of the highest educational degree obtained by the applicant in the form of either:
 - a. A copy of the applicant's diploma certified as original by the institution that issued it, or a photocopy of the degree;
 - b. An official transcript of work performed by the applicant in relation to the additional education or a photocopy of such transcript; or
 - c. A written statement from the institution attended by the applicant certifying that the institution certifying that it has awarded the degree or that the applicant completed the additional education identified.
- Z. If the applicant was first certified by the Board prior to 9/15/07 **and** is requesting a one-time waiver of qualifications for the purposes of completing continuing education and experience requirements, **an original and three (3) copies** of a written request for a waiver. *[See Gal 303.01 (c) (re: experience requirements) and Gal 403.01 (re: continuing education requirements). A **"Request for One-Time Experience and Continuing Education Waiver"** form is available on the GAL website to request this waiver. **Note:** The one-time waiver, which is intended to allow GALs certified before 9/15/07 additional time to complete requirements for certification upon renewal, if needed, is described at Gal 401.11. **Requests for waivers must be submitted in the 90-day period before the expiration of the applicant's initial period of certification**].*
- AA. If the applicant is seeking approval of an activity not listed in Gal 403.03 for continuing education credit, **an original and three (3) copies** of a request for approval containing the information specified at Gal 403.06. *See also Gal 403.05. [A form entitled **"Request for Approval of Continuing Education Activity Not Listed in Gal 403.03"** is available on the GAL website for the purposes of requesting this approval. Requests for approval of an unlisted activity should normally be submitted well in advance of actually claiming the activity for credit. Doing so will allow the Board to consider whether the activity qualifies for credit and help avoid the possibility that the item will not be accepted toward the applicant's continuing education when claimed].*
- BB. If the applicant is requesting an alteration of time in which to complete continuing education, **an original and three (3) copies** of a signed, written request pursuant to Gal 403.01 (m). *[A form entitled **"Request for Alteration of Time in Which to Complete Continuing Education"** is available on the GAL website for the purposes of making this request].*

Send Application Materials to:

Guardian ad Litem Board
State House Annex – Room 120
25 Capital Street
Concord, NH 03301 – 6312

Questions: Consult the administrative rules of the Guardian ad Litem Board; call **(603) 271-1199**;
or email: gal.board@nh.gov